



Garner Police Department Written Directive

Chapter: 300 - Personnel Management

Directive: 320.03 - Grievance Procedures

Authorized by: Interim Chief Lorie Smith

Effective Date: October 4, 2021

CALEA Standards: 22.4.1, 22.4.2, 22.4.3 (6th Edition)

320.3.1 - Policy

It is the policy of the Garner Police Department to provide a just procedure for the presentation, consideration, and disposition of employee grievances.

320.3.2 - Purpose

The purpose of this directive is to provide employees with information on the grievance process for the Town of Garner. The Town has established a formal grievance procedure. Specific procedures for the filing and processing of grievances are found in the [Town of Garner Personnel Policies and Procedures Manual](#).

320.3.3 – Definitions (22.4.1)

Grievance –

- 1) a claim or complaint by an employee based upon an event or condition, which affects the circumstances under which an employee works, allegedly caused by misinterpretation, unfair application, or lack of established policy pertaining to employment conditions.
- 2) An appeal of a disciplinary suspension, involuntary demotion, or other punitive disciplinary action taken in accordance with this policy

320.3.4 – Procedures (22.4.1, 22.4.2, 22.4.3)

- A. If a grievance cannot be resolved informally and the employee chooses to file a formal grievance, the employee will provide the following to his/her immediate supervisor:
 1. A written statement of grievance and the facts upon which it is based;
 2. A written allegation of the specific wrongful act or harm done; and
 3. A written statement of the remedy or adjustment sought.
- B. While all parties in a grievance are entitled to seek legal advice, attorneys may not be present at administrative or investigative meetings related to the grievance without the consent of all parties. However, pursuant to the [Town of Garner Personnel Policies and Procedures Manual](#), employees may request the Chief of Police and/or Human Resource Director to attend the Informal Resolution meeting as a resource to help resolve the grievance.
- C. The Town of Human Resource Director is responsible for coordination of grievance procedures and will maintain and control all grievance records as a part of the grieving employee's confidential personnel file.

- D. A copy of all grievances filed by Department employees will be maintained in the office of the Administration Captain.
- E. All grievances received by a Town supervisor (informal or formal) will be documented and tracked using a [Supervisor's Receipt of Employee Grievance form \(TOG form 2090-A\)](#).
- F. The Chief of Police, or his designee, shall conduct an annual analysis of grievances, as well as supporting policies and practices. The final analysis shall be reviewed by the Chief of Police to ensure accuracy of reported data and consistency with the Town Personnel and Policies Manual.